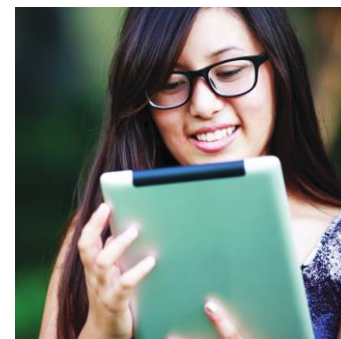# How to Guide

Read with BrailleNote

Read with BrailleNote

Log In to Bookshare using KeyWeb

1) Go to KeyWeb on your BrailleNote BT by either pressing **I** from the Main Menu, or **BACKSPACE** with **ENTER** with **I** from anywhere. KeyWeb will prompt you for a URL.
2) Select Bookshare from your favorites. The BrailleNote will connect to the internet and you will be in the Bookshare homepage.
    a. **Note:** Because our site uses some additional scripting, you will need to disable your browser's scripting setting before proceeding. The Apex model has the ability to disable scripting from web pages to simplify the site for easier use.
    b. To disable scripting, press **BACKSPACE** with **J** for the scripting shortcut. Next, press **Y** for Yes, then press **Enter** to disable scripting.
3) At this point, press **Space** with **T**, then **B** to navigate the page to locate links or edit boxes.
4) Press **Space** with dots 1-2-3 to move to the top of the page, then press **Space** with dots 4-6 to navigate to the first edit box to enter your email address and password.
5) Move to the next edit box using **Space** with dots 4-6 and enter your Bookshare password. Next, move to the login button and press **Enter**.
    a. **Note:** If you've already set the page to remember your login information, proceed to the next section for instructions on downloading your book.

Search for and Download Books

1) Type the Title, Author or ISBN number into the edit box, then move to the Search button using **Space** with dots 4-6. Press **Enter**.
2) At this point, you'll want to change your movement to headings, by pressing **Space** with **T**, then **H** for headings.
3) To locate your search results, press **Space** with dots 4-6 until you hear the title of the book you're looking for.
4) At this point, you'll want to change your movement unit again by pressing **Space** with **T**, then **B** for both input and links.
5) Press dots 4-6 until you locate the combo box where you can select your download format.
    a. If this format is already set to your preferred format, press dots 4-6 to locate the **Download** button, then press **Enter** to start the download.
    b. If your preferred format is not displayed, press **Space** through the selections to locate the one you want, press dots 4-6 to locate the **Download** button, then press **Enter** to start the download.

1) Type the Title, Author or ISBN number into the edit box, then move to the Search button using **Space** with dots 4-6. Press **Enter**.
2) Go to KeyBook by pressing **BACKSPACE** with **ENTER** with **B**.
3) KeyBook will offer you the folder into which you downloaded the book as default. Press **ENTER**, and it will offer you the book as the default file. If you downloaded several books, it will offer the last one downloaded. To select the book, press **ENTER** again.
4) KeyBook prompts: "Folder for unpacked Bookshare book? Press ENTER for My Books." Either press **ENTER** straight away or select another file location. You will be prompted for your Bookshare.org password. Type it in and press **ENTER**.
5) The book will now unpack. There will be some progress beeps during this time.
   a. **Note:** If the book format is not supported, KeyBook will tell you at this point and return to the main menu.
   b. **Note:** If there is not enough memory available to unpack the book, KeyBook will prompt – "Could not save unpacked Bookshare book. Disk is full."
6) When complete, KeyBook prompts: "Delete the original packed Bookshare book?" Press **Y**.
7) KeyBook displays the name of the file, including the file extension, for example, "Harry_Po_b_fl.brf". To open it, press **ENTER**.
8) KeyBook will ask Review the options? as it does for every book in a non-native KeySoft format the first time. As the file will have been set up automatically with the correct settings, press **ENTER** or **N**.
9) The book is now ready to read. If you exit the book before completing it, KeyBook will bookmark it for you and the next time you open it, it will open to the same place.